

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
DEPARTMENT OF PUPIL PERSONNEL SERVICES
HOME INSTRUCTION PROGRAM
INSTRUCTIONS FOR HOME TEACHERS

Home/Hospital Instruction is limited to one hour per week for each day of school. The rate of pay is \$28.22 per hour. Visits must be during daylight hours and no visits are to be made on Saturdays, Sundays, or Holidays.

Payroll Timecard: The payroll card must be submitted to Pupil Personnel Services by the cut-off date each month. Cut-off dates are prior to the tenth (10th) of each month.

Record of Home Tutoring: The individual student log must be submitted with the payroll card each month. The parent or guardian and the home teacher must sign the log.

Grades/Progress: Home teachers should coordinate with regular teachers and the student's counselor for grade and progress reports. In most instances, the regular teachers may assign grades. The regular teachers will consider home teacher's recommendation and the student's work in determining the grade. If the home teacher is the teacher of record, the student's last grade in school will be averaged with home tutor grade and the grade will be assigned accordingly.

Assignment: Upon assignment, the parent should be called to set up an instruction schedule. The first week of assignment you are allowed one extra hour per student for the initial gathering of materials, supplies, and assignments. Otherwise, the maximum is five (5) hours per week per student unless otherwise determined. No pay will be allowed for visits to the school thereafter.

Schedule: The home teacher should coordinate the schedule with the parents and the student. Any deviation from tutoring during daylight hours must be approved in writing by the Student Services Specialist in the Pupil Personnel Services Department.

Payment: Checks for payment of home instruction service are received from the County Office of Education on the first teaching day of each month. The checks will be mailed that day to the tutor's residence.

Special Instructions for this student: _____

*NOTIFY PUPIL SERVICES WHEN STUDENT RETURNS TO SCHOOL. GIVE STUDENT RE-ADMIT FORM.

Administrative Regulation Issued: October 3, 1985
Administrative Regulation Revision: October 21, 2004
Administrative Regulation Revision: Novemer 18, 2004 1/1